



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
ANNISTON ARMY DEPOT  
7 FRANKFORD AVENUE  
ANNISTON, ALABAMA 36201-4199

AMSTA-AN-RCP

Commander's Policy Statement #15

SUBJECT: Training Employees at Anniston Army Depot

1. The policy of the Department of the Army, United States Tank-Automotive and Armament Command, and this installation is to provide training and development opportunities to each employee as needed for job proficiency and mission change. This policy applies to all employees and will be administered without regard to race, religion, national origin, sex, age, or handicap.
2. Federal law permits government funding for training that is in support of its mission and performance goals. Civilian employees will be trained within budgetary limitations based on a bonafide need for training. Planning for professional development is an integral part of the performance management process. Recognizing and discussing the training and developmental needs of the ratee are inherent rater responsibilities. Employees are encouraged to undertake self-development efforts and actively work with management in identifying and documenting their career goals and training needs during the performance counseling process.
3. The overall responsibility for employee training rests with supervisors and managers. The Civilian Personnel Advisory Center provides guidance and assistance to managers and supervisors to help ensure this responsibility is effectively carried out. Circumstances such as changes in missions, technologies, and personnel will be commonplace. Therefore, supervisors must make an ongoing effort to realistically determine the training needs of their employees. Training is a valuable management tool, an investment that must not be wasted. All training must be effectively planned, requested, scheduled, and used.
4. Skills, abilities, and knowledge gained from training must be transferred from the classroom to the job. Only then, will our work force be fully prepared and competitive for our missions of today and tomorrow.
5. This policy statement supersedes Policy Statement dated 18 February 2000.

**Gerald Bates Jr**

GERALD BATES, JR.  
Colonel, OD  
Commanding

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